

## Adding Test Exceptions

1. Log in to Blackboard and access your course.
  2. Click the **Gradebook** icon from the navigation bar.
  3. Select the **test** that the exception will be added.
  4. Click the **options** menu for the student who will receive the exception. Select **Edit Settings**.
  5. Adjust the availability and attempts allowed for the selected student.
  6. Click **Save**.
- A purple ribbon next to the student name will denote the accommodation.

